

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
OCTOBER 17, 2016**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday October 17, 2016.

The meeting was called to order by Chairman Rick Stradtner.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Rick Stradtner – Chairman
Keith Masterson – Vice Chairman
Adam Auffart – Secretary
Wayne Schuetter – Electric Commissioner
Roger Seng – Water Commissioner
Alex Emmons – Wastewater Commissioner
Michael Kern – Gas Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Tim Doersam – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Bud Hauersperger- General Manager
Ashley Kiefer – Office Manager
Renee Kabrick – City Attorney

PLEDGE OF ALLEGIANCE (DVD-01:00)

Chairman Rick Stradtner led the Pledge of Allegiance.

QUOTE OPENING: MINI EXCAVATOR- GAS & WATER (DVD-01:26)

Bud Hauersperger opened the quotes and read them aloud as follows:

- | | |
|-------------------|------------------------------|
| 1. Hopf Equipment | \$56,800.00 |
| Huntingburg, IN | (-) <u>5,500.00</u> trade-in |
| | \$51,300.00 |
| 2. Hutson, Inc. | \$59,320.90 |
| Jasper, IN | (-) <u>5,500.00</u> trade-in |
| | \$53,820.90 |

3. Wayne Supply Evansville, IN	Model#(305E2)	\$54,659.00 <u>(-) 4,000.00</u> trade-in \$50,659.00
Wayne Supply Evansville, IN	Model#(305.5E2)	\$62,540.00 <u>(-) 4,000.00</u> trade-in \$58,540.00

All quotes included an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility. The quotes from Hopf Equipment and Wayne Supply included a Non-Collusion Affidavit, but the quote from Hutson did not include the Affidavit.

Chairman Stradtner stated that the Capital Expenditure amount for the purchase of the mini-excavator was \$60,000. Tim Doersam asked for the Board's permission to take the quotes under advisement to review all specifications.

Wayne Schuetter made a motion to give Doersam permission to take the low quote from Wayne Supply for the mini-excavator under advisement to review specifications, and to report back to the Board at the next Utility Service Board meeting. Adam Auffart seconded the motion. Motion approved, 7-0.

QUOTE OPENING: LOADER BACKHOE – WATER (DVD-09:42)

Bud Hauersperger opened the quotes and read them aloud as follows:

1. Hopf Equipment Huntingburg, IN	\$94,613.00 <u>(-)81,000.00</u> trade-in \$13,613.00
2. ERB Equipment Co. Evansville, IN	\$86,169.00 <u>(-)59,000.00</u> trade-in \$27,169.00

All quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Tim Doersam stated that three requests for quotes were sent out, but Wayne Supply did not respond. The Capital Expenditure amount for the loader backhoe was \$14,000.

Alex Emmons made a motion to give Doersam permission to take the low quote from Hopf Equipment for the loader backhoe under advisement to review specifications, and to report back to the Board at the next Utility Service Board meeting. Keith Masterson seconded the motion. Motion approved, 7-0.

QUOTE OPENING: UTILITY VEHICLE - WASTEWATER (DVD-13:12)

Bud Hauersperger opened the quotes and read them aloud as follows:

1. Hutson, Inc.	\$16,183.12
Jasper, IN	<u>(-) 4,250.00</u> trade-in
	\$11,933.12
2. Hopf Equipment	\$12,838.38
Jasper, IN	<u>(-) 5,035.61</u> trade-in
	\$ 7,802.77

All quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ed Hollinden stated that three requests for quotes were sent out, but Obermeyer Yamaha did not submit a quote. The Capital Expenditure amount for the utility vehicle was \$10,000.

Michael Kern made a motion to give Hollinden permission to take the low quote from Hopf Equipment for the utility vehicle under advisement to review specifications, and to report back to the Board at the next Utility Service Board meeting. Wayne Schuetter seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES (DVD-16:53)

Chairman Rick Stradtner presented the minutes of the September 19, 2016 Regular Meeting and the September 30, 2016 Special Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Alex Emmons made a motion to approve the minutes of the meetings as presented. Wayne Schuetter seconded the motion. Motion approved, 7-0.

PETITION FOR VACATION OF A PUBLIC ALLEY- BETWEEN LOTS 74 & 75 IN SUMMIT HEIGHTS ADDITION – BROSMER LAND SURVEYING ON BEHALF OF JOHN G WEBER JR. (DVD-17:36)

Phil Buehler, with Brosmer Land Surveying, on behalf of John G. Weber Jr., requested a petition to vacate a Public Alley between lots 74 and 75 in Summit Heights addition. Buehler explained to the Board that Weber owns the west half of Lot 75 and all of Lot 74. The alley that is proposed to be vacated is a twelve-foot unimproved alley, which was platted in the 1940's.

The reason for the requested vacation is that the Weber would like to obtain a building permit to build a detached garage on the property. The current public alley does not allow for the placement of the desired detached garage; therefore, a vacation is necessary. There are no utilities in the area and none of the utility managers have an issue with the vacation.

Michael Kern made a motion to recommend to the Common Council the vacation of a Public Alley between lots 74 and 75 in the Summit Heights addition on behalf of John G. Weber Jr. Roger Seng seconded the motion. Motion approved, 7-0.

NEW FESTIVAL LIGHTING FOR COURTHOUSE SQUARE (DVD-26:34)

Jerry Schitter informed the Board that twice a year the Electric Department puts up festival lighting around the square, for the Strassenfest and Christmas. Schitter stated that these lights are labor intensive to put up and maintain, and are worn out.

After sampling several different types of lights, the Electric Department has purchased new alternative LED lighting, which is maintenance free and energy efficient. These lights will stay up year round once installed, and have multiple color combinations offered through computerized codes. The cost of the new LED lighting is \$9,500, which will be recouped in four years through energy savings and labor costs. Schitter stated that the lights will be ready to be installed in three weeks.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-30:25)

Wayne Schuetter, Chairman of the Electric Planning Committee, stated the Committee did not meet on during the past month.

CHEMICAL BID REQUESTS FOR QUOTES (DVD-30:40)

Tim Doersam informed the Board that he will be sending bid requests out tomorrow for water chemicals for 2017.

COMPLETION OF FALL HYDRANT FLUSHING (DVD-31:13)

Doersam informed the Board that fall hydrant flushing was completed today. Doersam stated that 1,013 hydrants were flushed.

CHLORINE SAFETY TRAINING WITH VFD'S HAZMAT TEAM- OCT. 26TH (DVD-31:27)

Doersam informed the Board that on October 26th the Water Department will be conducting a safety training program at the Water Plant with the Volunteer Fire Department's Hazmat team. A representative from Brenntag will be present to assist in chlorine leak procedures. The training program is required though the EPA Risk Management Plan and the Clean Air Act.

Doersam informed the Board that Municipal H2O has been extremely helpful with the Risk Management Plan, and the plan is now complete.

UPDATE ON BEAVER LAKE DAM IEAP (DVD-34:57)

Doersam informed the Board that they have been working with Christopher B. Burke Engineering regarding the Incident Emergency Action Plan (IEAP) for the Beaver Lake Dam. Doersam stated that a draft of the IEAP has been received and is currently being reviewed.

Doersam stated that a Tabletop Workshop is scheduled on November 10th at the Train Depot from 9AM to 3PM. The Emergency Management Team and Health Department are also invited to the meeting.

HIRING OF NEW DISTRIBUTION MECHANIC (DVD-35:40)

Doersam informed the Board that Jason Ruhe was hired for the open Distribution Mechanic position, and will start October 31st. Doersam asked for the Board's permission to keep applications for the Distribution Mechanic position on file for twelve months.

Alex Emmons made a motion to give Doersam permission to keep applications active and on file for twelve months for the Distribution Mechanic position. Keith Masterson seconded the motion. Motion approved, 7-0.

GAS PLANNING COMMITTEE REPORT (DVD-36:36)

Michael Kern, Chairman of the Gas Planning Committee, stated the Committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-36:40)

Roger Seng, Chairman of the Water Planning Committee, stated the Committee did not meet during the past month.

LOCAL LIMIT RE-EVALUATION – CHANGES FORTHCOMING (DVD-36:48)

Ed Hollinden explained to the Board that every five years our NPDES permit requires that our local limits be re-evaluated. Hollinden stated that JRM Environmental was hired to study our local limits. JRM Environmental found that three metals need to be lowered. Hollinden explained that this recommendation must be approved by EPA before moving forward. Hollinden said that if the EPA approves the recommendations, changes must be made to the City's ordinance. Hollinden will report back to the Board after he hears from the EPA.

PHOSPHORUS PILOT STUDY COMPLETE (DVD-37:48)

Hollinden informed the Board that the phosphorus pilot study is complete. Hollinden said that three chemicals were tested and now they are waiting on Donohue and Associates, the engineering firm, for final recommendations. A letter need to be sent to IDEM by November 1st outlining our plan for phosphorus removal. The compliance date from IDEM for phosphorus removal is 2019.

Hollinden stated that the Capital Expenditure amount for the phosphorus removal continuation was \$65,000. The costs to-date for phosphorus removal total \$24,924. Hollinden also stated that early this year he estimated they would average \$250,000 a year for chemicals. That amount was over estimated. Hollinden now figures the amount will be around \$50,000 a year.

MAINTENANCE TECHNICIAN POSITION FILLED – WAYNE MURRY (DVD-39:56)

Hollinden informed the Board that the Maintenance Technician position at the Wastewater plant was filled by Wayne Murry.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-40:18)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the Committee did not meet during the past month.

RESCHEDULE JANUARY & FEBRUARY 2017 MEETINGS DUE TO CITY HOLIDAYS- PROPOSED DATES: JANUARY 17TH & FEBRUARY 21ST (DVD-)

Ashley Kiefer informed the Board that the City will be observing Martin Luther King Day in January and President's Day in February. Both observed holidays fall on dates for the Regular Utility Service Board meetings. Kiefer stated that these two meetings will have to be rescheduled. Kiefer proposed Tuesday, January 17th for the Regular January meeting and Tuesday, February 21st for the Regular February meeting.

Wayne Schuetter made a motion to reschedule the January 16th, 2017 Utility Service Board meeting to January 17th, 2017 and the February 20th, 2017 Utility Service Board meeting to February 21st, 2017, due to observing City holidays. Keith Masterson seconded the motion. Motion approved, 7-0.

RESOLUTION RECOMMENDING SALARIES & WAGES FOR 2017 (DVD-41:47)

Bud Hauersperger presented the Board with Resolution USB 2016-4, recommending salaries and wages for Utility employees for the year 2017. Hauersperger stated that the proposed increase is 1.5% for full-time salaried and hourly positions.

Hauersperger stated that part of the Resolution includes the gas line welding differential for the Gas Department, which has increased from an extra \$10 per hour to an extra \$25 per hour. Hauersperger stated that even with the increase, there is still a huge cost savings to have our own employees do the welding.

Hauersperger also informed the Board that the City Council did not include a pay increase for part-time City employees in the Resolution. He informed the Board that he sent an email to the City Council regarding a 1.5% pay increase for the permanent part-time Utility Business Office Assistant position. Hauersperger stated that he did not get a response from the City Council but did include a 1.5% pay increase for this position in the Resolution being considered this evening.

Wayne Schuetter made a motion to approve Resolution USB 2016-4, recommending salaries and wages for Utility employees for the year 2017. Michael Kern seconded the motion. Motion approved, 7-0.

BEAVER DAM INSPECTION (DVD-47:11)

Hauersperger explained to the Board that the City is required to perform an inspection on Beaver Lake Dam every two years. The last inspection was performed in 2014. Christopher B. Burke Engineering contacted DNR and they said that since Beaver Lake Dam's substantial completion date on the spillway modifications was December 2015, at which time the dam was inspected, the next inspection needs to be completed before December of 2017. Therefore, the City has one more year before the inspection needs completed.

REQUEST FOR QUALIFICATIONS FOR US 231 WATERLINE PROJECT (DVD-48:14)

Hauersperger informed the Board that he is gathering information to send out request for qualifications for the US 231 Waterline project. Hauersperger explained that there are steps that must be followed due to the EDA grant and a selection process is one of those steps.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-48:58)

Adam Auffart reported that the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Wayne Schuetter made a motion to approve the claims as presented. Roger Seng seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:50PM upon motion by Alex Emmons and second by Keith Masterson. Motion approved, 7-0.

The minutes were hereby approved _____ with X without corrections this 21st day of November, 2016.

Attest: _____
Secretary Chairman